



**TRANSFER OPPORTUNITY
FOR CURRENT STATE EMPLOYEES**

**OFFICE TECHNICIAN (TYPING)
Personnel Unit – Oakland**

**DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF WORKERS' COMPENSATION**

Position: Office Technician (Typing)
Location: Oakland
Salary: \$2,510.00 - \$3,050.00

Under the supervision of the Staff Services Manager I, and the direction of the Associate Governmental Program Analyst (AGPA) of the Personnel Unit, the Office Technician (Typing) is expected to exercise a high degree of initiative, independence, and originality in performing assigned tasks. In the position, the Office Technician handles the most difficult clerical functions and acts as lead over clerical staffing; handles detailed sensitive correspondence; and performs the duties as follows: Handles the most difficult clerical functions and acts as lead over clerical staffing for eleven (11) of the twenty-four (24) district offices, develops and maintains tickler system for distribution and follow-up for all employee forms such as probation and performance reports, direct deposit forms, and employee action requests; prepares and reviews paperwork prepared for personnel transactions such as appointments for new employees, transfer employees, and separation papers, and retirement paperwork; coordinates with the staff of the Department's Personnel Office via email, phone and/or personally to assure orderly flow of documents in a timely manner; assists in creating and maintaining new personnel records in the FileMaker database; maintains various spreadsheets and files which include bilingual pay, phone and fax numbers of twenty-five (25) district office Attendance Reporting Officers (ARO), retirement gift and twenty-five (25) year service awards, and employees participating in the Alternate Work Schedule Program. Handles detailed sensitive correspondence; prepares correspondence independently by composing letters and memoranda to individual members of the staff or affected staff groups describing benefits and changes hereto, outlining problems and suggested solutions, explaining new procedures or personnel requirements; provides functional guidance in training and assisting less experienced employees. Compiles and maintains daily and monthly mailings to the district office to assure timely distribution of personnel paperwork including employee benefit forms and attendance spreadsheets; works as lead person for the administrative support staff; ensures that data base is updated and data input is accomplished correctly to avoid returned mail resulting in delayed notice to employees of important information; creates, maintains and files documents in the employee's personnel files and various personnel related binders; maintains DWC Mailbox account; processes by calculating and reporting monthly docks from district offices for completeness and accuracy; serves as a back-up to the division ARO. Acts as back-up to all functions within the Administrative Unit including switchboard duties; and other duties as assigned.

SROA and Surplus Employees will be given first consideration and are encouraged to apply.

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations
Division of Workers' Compensation
P.O. Box 420603 San Francisco, California 94142-0603
Attention: Ken Slate (415) 703- 4729

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

04-388-DWC



Applications accepted until August 15, 2005, or until position filled

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

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